

PSJ14 Janssen Opp Exh 58 – JAN-MS-03741177

Work Instruction	
Status: Superseded	Effective Date: N/A
Title: JOM Customer Service Order Processing of Controlled Substance	
Doc. No. PSGA-DOC-44317	Version: 1.0

1.0 Purposes

- 1.1 To provide Customer Service with a procedure to follow when Processing daily Schedule II Orders.

2.0 Scope

- 2.1 The Scope of this WI is to provide Customer Service with process that will allow the Customer Service Rep to process Schedule II orders.

3.0 References/Related Documents

- 3.1 PSGA-DOC-42767 JOM Customer Service Searching for Customer Account Information.
- 3.2 PSGA-DOC-43461-JOM Customer Service definition document.

4.0 Definitions

- 4.1 Refer to PSGA-DOC-43461- JOM Customer Service Definition Document.

5.0 Responsibilities

- 5.1 It is the responsibility of the Customer Service Representative to follow this work instruction.
- 5.2 It is the responsibility of the Customer Service Team Leaders to assure that this work instruction is followed.

6.0 Safety and Environmental Practices

- 6.1 N/A

7.0 Equipment/Materials

- 7.1 Schedule II form.
- 7.2 Personal Computer.
- 7.3 SAP R/3 Login Access.

8.0 Procedure

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- 8.1 Schedule II team member will receive schedule II forms from Admin Assistant daily.
- 8.2 Schedule II forms will then be counted and the attached hard copy will be stamped with date received by schedule II team.
- 8.3 Date, carrier, tracking number, schedule II form number, customer name and name of Schedule II Team member that is receiving forms will then be logged on daily log located in the Schedule II locked cabinet.

SCHEDULE II - CHECK-IN LOG					
DATE	CARRIER	TRACKING NUMBER	FORM NUMBER	CUSTOMER NAME	RECEIVED BY

- 8.4 Schedule II forms will then be evenly distributed to Schedule II team members to process.
- 8.5 If a team member receives a form that does not have an attached hard copy P.O. then the team member that will be processing that order must make a copy of that form and use the copy as there hard copy P.O.
- 8.6 Schedule II team member will then check supplier information. Name of Supplier, street address, city and state, date, No. of Packages, size of package, name of item, date issued last line completed, and signature of purchaser or attorney or Agent. Ensure that Supplier's copy 1 is aligned with DEA copy 2.
- 8.7 If there are any discrepancies with Name of Supplier, street address, city and state, date, No. of Packages, size of package, name of item, date issued last line completed, and signature of purchaser or attorney or Agent. The customer must be contacted and the form must be returned to customer with a letter with explaining the reason for return.

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J • O • M PHARMACEUTICAL SERVICES

1 Cottontail Lane
Somerset, New Jersey
08873-1102

Tel: 800-631-5273
Fax: 908-302-0425



Debbie Mullen
H D Smith Wholesale Drug Co.
950 Lively Blvd.
Wood Dale, IL 60191

The Drug Enforcement Administration has established specific criteria for the acceptance of Schedule II Order Forms (DEA Form 222). In some cases, we are required to return the form and request a corrected form. Once the corrected form is received, Janssen-Ortho-McNeil Pharmaceutical can process and ship the order.

The enclosed blanks are being returned for correction to supplier information. Please resubmit naming JOM as the supplier.

- **The date must not be overwritten. Please send a new form with the correct date.**

Due to the specific criteria for acceptance, you must correct the text mentioned above provided on the DEA form supplier's copy 1 and DEA copy 2 and resubmit the form for processing.

Please send correct 222 form to

JOM Pharmaceutical Services
1 Cottontail Lane
Somerset, N.J. 08873

We apologize for any inconvenience and if you need further information, please feel free to contact our Customer Service Department at 800/523/6225 or 800/523/5961.

Thank You,
JOM Pharmaceutical Services
Customer Service Specialist

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- 8.8 Any form that is returned to customer must be logged in the CII Return Log book. Located in the schedule II locked cabinet.
- 8.9 If there has to be any changes made to the form you must draw a line through the item, initial and date and write cancelled in the space provided for the number of items shipped. Then you must notify the customer in writing of the cancelled line item.

8/3/05
151529

Name of supplier, City and State

Street address

Date

last line completed

Date issued must not be older then 60 days.

Customer signature

TO BE FILLED IN BY PURCHASER

No.	No. of Packages	Size of Package	Name of Drug	Strength	Form	National Drug Code	Packages Shipped	Date Shipped
1	72	100	CONCERTA	18MG ER	TB	173114 58502	72	8/3/05
2	12	100	CONCERTA	27MG ER	TB	173114 58502	12	8/3/05
3	72	100	CONCERTA	36MG ER	TB	173114 58510	60	8/3/05
4	72	100	CONCERTA	54MG ER	TB	173114 58520	72	8/3/05
5	10	10X100D	TYLOX	500MG	CP	0045 052679	10	8/3/05
6	216	5	DURAGESIC	25MCG/HR	PA	50458 03305	216	8/3/05
7	120	5	DURAGESIC	50MCG/HR	PA	50458 03305	120	8/3/05
8	48	5	DURAGESIC	75MCG/HR	PA	50458 03305	48	8/3/05
9	72	5	DURAGESIC	100MCG/HR	PA	50458 03305	72	8/3/05

TO BE FILLED IN BY SUPPLIER

Signature of Purchaser or Attorney in Person

Address of Registrant

AMERISOURCEBERGEN DRUG CORP
1005 N. SATELLITE BLVD
SUMMIT, GA 30024

DEA Registration No. RA0291179

Registered with

DISTRIBUTION

No. of this Order Form

051450238

DEA Form 222
Rev. 10/97

U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II
DRUG ENFORCEMENT ADMINISTRATION

SUPPLIER'S Copy 1

103698566

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- 8.10 Schedule II team member will then fill just the NDC codes on each Schedule II form and stamp the JOM DEA number on the supplier copy 1 and DEA copy 2 of form in the suppliers DEA registration No. field.



Number of packages ordered must coincide with manufactures selling units.

TO BE FILLED IN BY SUPPLIER		
SUPPLIERS DEA REGISTRATION No.		
R00194059		
National Drug Code	Packages Shipped	Date Shipped

Stamped JOM DEA number

- 8.11 Schedule II team member will then hand off schedule II forms to another schedule II team member to check NDC codes and quantities requested by customer.

91-72	
10	
9	
Date Issue	0
Schedule	
Registered	0137
DEA Num	
1982	

Schedule II Team Members initials

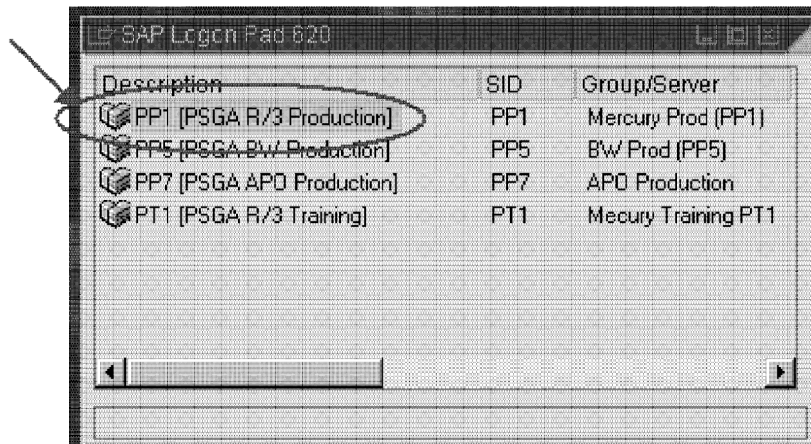
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8.12 Once other team member has checked schedule II forms for accuracy, team member will initial form on the tear away portion and return forms to original team member to process in SAP R/3.

8.13 Double-click on the SAP Logon icon on your desktop.



8.14 Double-click on PP1 [PSGA R/3 Production].



8.15 Once you have double-clicked on PP1 [PSGA R/3 Production] you will then come to the SAP R/3 login screen.

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SAP R/3

New password

Client 100

User 12345

Password *****

Language

8.16 In the User field you will enter your WWID and in the Password field you will enter your password and press enter.

8.17 Double-Click on VA01 Create Sales Order.

SAP Easy Access - User menu for 100

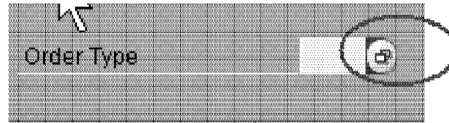
Favorites

- * FB03 - Display Document
- * J413 - Notes Tickler/Query
- * VA11 - Create Inquiry
- * VF03 - Display Billing Document
- * SO01 - SAPoffice: Inbox
- * **VA01 - Create Sales Order**
- * VL03N - Display Outbound Delivery
- * VA02 - Change Sales Order
- * VA03 - Display Sales Order

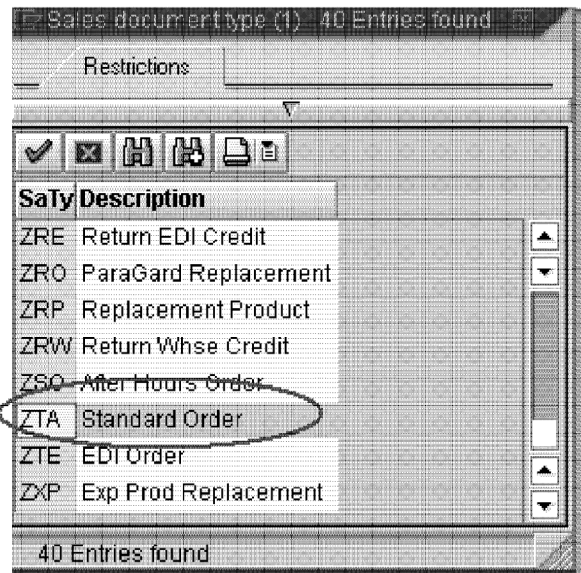
8.17.1 Once you have double clicked on (VA01 Create Sales Order). The (Create Sales Order: Initial Screen) will appear.

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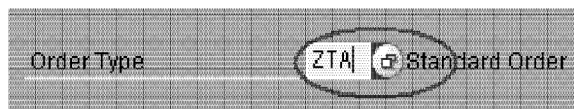
8.17.2 In the order type field enter the order type or double click on the circle at the end of the field to display a list of options.



8.18 A drop down menu of transaction types will appear and you can choose your order type from there.



8.19 Double click the order type of the order you are processing and the order type that you have chosen will appear in the Order Type Field.



8.20 Once you have your order type in the order type field hit the enter key you will come to the Create Standard Order: Overview Screen.

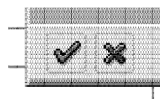
8.20.1 Click the circle at the end of the Sold to party field to display Custom search Using Addr. Attrib.(address attribute) screen.

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Standard Order	
Sold-to party	
Ship-to party	
Purch.order no.	

8.21 The search using addr. attrib. will allow you to search for the customers account by Search Term 1/2, Where you can enter the DEA number of the form you want to process.

8.22 Once you have entered the forms DEA number in the Search Terms field click on the green check mark.



8.23 The account that the search was done for will then appear on the screen.

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Customers (general)	Customers per sales group	✓ Customers by Address Attributes	Customers per a				
Customer	Name	First name	Street	House no.	Postl co...	City	Search ter...
10795	N C MUTUAL WHLSE DRUG CO		816 ELLIS ROAD		27702	DURHAM	PN0033857

8.24 Double-click directly on the on the customer line.

8.25 The account number will then appear in the Sold To Party Field:

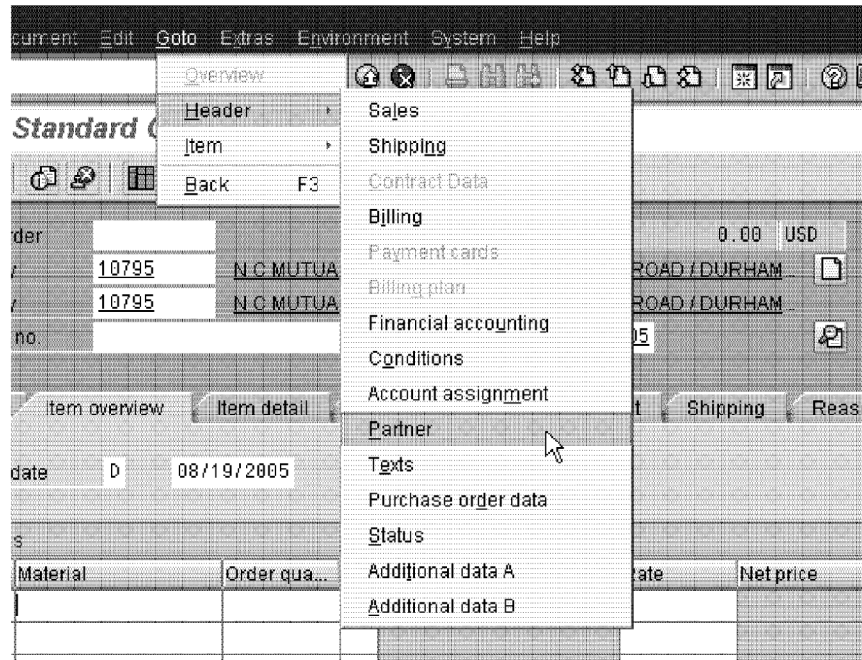
Standard Order		
Sold-to party	10795	
Ship-to party		
Purch.order no.		

8.26 Press enter and the accounts address will populate.

Standard Order		Net value	0.00	USD
Sold-to party	10795	N C MUTUAL WHLSE DRUG CO / 816 ELLIS ROAD / DURHAM ...		
Ship-to party	10795	N C MUTUAL WHLSE DRUG CO / 816 ELLIS ROAD / DURHAM ...		
Purch.order no.		PO date	08/19/2005	

8.27 At the top of the screen click on Go To, then Header then click on Partner

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8.28 This will allow you to confirm that ship to: address on the form will match the ship to: address in SAP R/3.

8.29 Double-click in the ship to: Name field.

Accounting Conditions Account assignment Partners Texts Purchase order data Status						
Disp.criterias All partners						
Partn.func.	Partner	Name	Street	Postal c...	Loc	
Sold-to party	10795	N C MUTUAL WHLSE ...	816 ELLIS ROAD	27702	DURHAM	
Bill-to party	64311	N C MUTUAL WHOLES...		27702	DURHAM	
Payer	10795	N C MUTUAL WHLSE ...	816 ELLIS ROAD	27702	DURHAM	
Ship-to party	10795	N C MUTUAL WHLSE DF	816 ELLIS ROAD	27702	DURHAM	

8.30 This will populate the address from master data screen, that will allow you to confirm that the address on the Schedule II form matches the address in SAP R/3.

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Address from master data of the Ship-to party (Document header)

Name	
Title	
Name	N C MUTUAL WHLSE DRUG CO
Street address	
Street/House number	816 ELLIS ROAD
District	DURHAM
Postal code/City	27702 DURHAM
Country	US USA Region NC North Carolina
Time zone	EST Jurisdict code 3406302701
Transportation zone	NC North Carolina
PO box address	
P.O. Box	
Postal code	
Company postal code	

8.31 Once the address is confirmed correct, click on the "X" in the upper right, then click the back arrow button to return to the Create Standard Order: Overview Screen to begin processing order.



8.32 Click on the Purchase order number field.

Purch.order no.	
-----------------	--

8.33 You will then enter your purchase order and purchase order type.


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Accounting Conditions Account assignment

Sold-to party

PO number 123456

Purchase order date 08/19/2005

Purchase order type MAIL 

Last contact date

Name


Your reference






Telephone 919-596-2151

8.34 Once you have entered the Purchase Order number and the purchase order type click the back arrow button.




8.35 You will then come to the Create Standard Order: Overview screen where you can enter the NDC codes and requested order quantities.


 **Display Standard Order 42199747: Overview**

     Orders

Standard Order 42199747 Net value 113,535.24 USD

Sold-to party 10995 AMERISOURCEBERGEN DRUG CORP / 1085 SATELLITE BLV 

Ship-to party 10995 AMERISOURCEBERGEN DRUG CORP / 1085 SATELLITE BLV

Purch. order no. 040865497 PO date 08/01/2005 

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv. date D 08/01/2005 Deliver plant

All items

Item	Material	Order qua.	SU	Description	Rate	Net price	per	UoM	Net value
10	1731458502	72	EA	CONCERTA 18MG 100 BOTTLE	254.00	254.00	1	EA	18,288.00
20	1731458532	12	EA	CONCERTA 27MG 100 BOTTLE	260.00	260.00	1	EA	3,120.00
30	1731458512	60	EA	CONCERTA 36MG 100 BOTTLE	268.00	268.00	1	EA	16,080.00
40	1731458522	72	EA	CONCERTA 54MG 100 BOTTLE	292.00	292.00	1	EA	21,024.00
50	0045052679	10	EA	TYLOX 500MG HUD 10X10X10"	141.78	141.78	1	EA	1,417.80
60	5045803305	216	EA	DURAGESIC 5X25MCG/HR	64.15	64.15	1	EA	13,856.40
70	5045803405	120	EA	DURAGESIC 5X50MCG/HR	117.26	117.26	1	EA	14,071.20
80	5045803505	48	EA	DURAGESIC 5X75MCG/HR	178.87	178.87	1	EA	8,585.76
90	5045803605	72	EA	DURAGESIC 5X100MCG/HR	237.39	237.39	1	EA	17,092.08

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8.36 Once the NDC codes and order quantities have been entered. Press enter to confirm that pricing matches the hard copy purchase order, Before posting/saving the order double check that the purchase order number is correct and the dollar values match the hard copy purchase order.

42199747

AMERISOURCEBERGEN PURCHASE ORDER								
BDOC ACCOUNT NUMBER	PURCHASE ORDER NUMBER	DATE	PEA NUMBER	PAGE				
	040865497	07/28/05	RA0291170	1				
RENDER AVAILABLE PROMOTIONAL ALLOWANCES, FREE GOODS, SPECIAL DISCOUNTS AND DATING.								
<p style="font-size: small;">Above Purchase Order number must appear on invoice, bill of lading and all orders.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>79563 TO: J-O-M PHARM SERVICES/NARC XU SC</p> <p>ONE COTTONTAIL LANE SOMERSET NJ 08875-1102 TEL: (800)651-5273 FAX: (908)302-0425</p> </div> <div style="text-align: right;"> <p>AmerisourceBergen</p> <p>PLEASE MAIL INVOICE IN DUPLICATE TO: PO Box 247, Thorofare, NJ 08086</p> </div> </div>								
QUANTITY ORDERED	VENDOR PROD CODE	PRODUCT DESCRIPTION	STRENGTH	FORM	UNIT	UNIT SIZE	NDC/CPC NUMBER	ABC CODE
	NARCOTIC ORD	ER BLANK NUMB	ER 9999999	99				
72 EA	585002	CONCERTA	18MG ER	TAB		100	17314 5850 2	932566
12 EA	585302	CONCERTA	27MG ER	TAB		100	17314 5853 2	461858
72 EA	585102	CONCERTA	36MG ER	TAB		100	17314 5851 2	932756
72 EA	585202	CONCERTA	54MG ER	TAB		100	17314 5852 2	337196
10 EA	052679	TYLOX	500MG	CAP D		10X10	0045 0526 79	658476
216 PK	003505	DURAGESIC	25MCG/HR	PAT		5	50458 033 05	654657
120 PK	003605	DURAGESIC	50MCG/HR	PAT		5	50458 034 05	654665
48 PK	003505	DURAGESIC	75MCG/HR	PAT		5	50458 035 05	654673
72 PK	003605	DURAGESIC	100MCG/HR	PAT		5	50458 036 05	654681
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> RECEIVED AUG 0 2005 CUSTOMER SERVICE DEPT. </div>								
NOTE: BACK ORDER ALL SHORTS						694	116,751.26	
<p style="font-size: x-small;">* Please ship the above merchandise subject to the terms and specifications stated herein. Shipments invoiced after the 25th of the month will be considered the 1st of the month for discount purposes. Invoices for this shipment will be approved for payment after receipt of merchandise.</p> <p style="font-size: x-small;">* During the performance of this contract for purchase order, the contractor/vendor agrees to comply with all federal, state and local laws respecting discrimination in employment and non-segregation of facilities including but not limited to, requirements set out at 41 CFR 60-1.4, 60-250.5 and 60-745.4, which equal opportunity clauses are hereby incorporated by reference.</p>								
SHIP TO		ABC ATLANTA DIVISION						
		1985 N. SATELLITE BLVD.						
		SUWANEE GA 30024						
					CLAY SAUNDERS R1VFS			

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8.37 Click on the save button to save order in SAP.

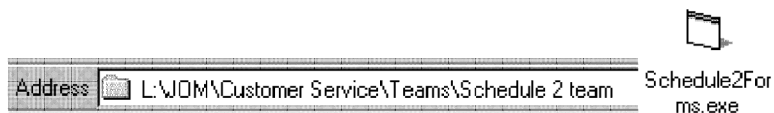


8.38 Your order will then be assigned a confirmation number. Record the confirmation number on the tear-away portion of the Schedule II form and on hard copy of purchase order.

No.	No. of Packages	Net Weight
1	72	
2	12	
3	72	
4	72	
5	10	
6	216	
7	120	
8	48	
9	72	
10		

DEA Form 222 (Rev. 10/92)

8.39 Once team member has completed all schedule II orders form numbers that were completed that day they must be recorded in the schedule to form log on the L drive.

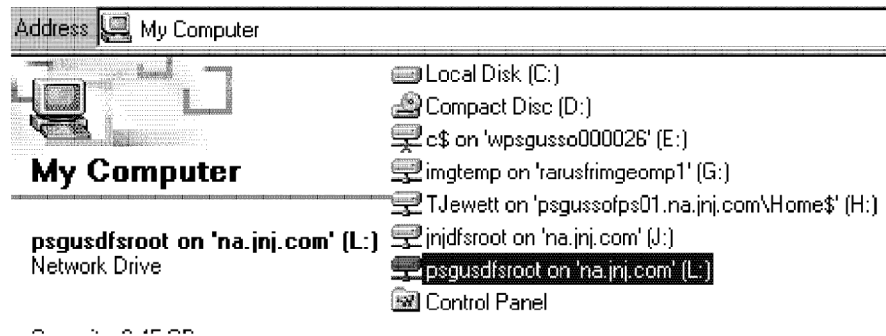


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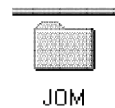
8.40 Go to your desktop and click on the My Computer icon.



8.41 Double-Click on the psgusdfsroot on 'na.jnj.com' (L:)



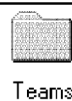
8.42 Then double-click on the JOM folder



8.43 Then double-click on the Customer Service folder



8.44 Then double-click on the Teams folder



8.45 Then double-click on the Schedule II team folder



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Schedule2For
ms.exe

8.46 Then double-click on schedule 2 forms . This will open the Schedule II Team Log-in program.

Schedule 2 Forms

Enter A New Schedule 2 Form:

Customer Service Specialist:

Schedule 2 Form Number:

Form Entry Date:

8 /25/2005

Submit

Search Existing Forms...

Other Tasks...

Exit

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8.47 Choose your name from the Customer Service Specialist dropdown menu.

Enter A New Schedule 2 Form:

Customer Service Specialist:

- Claudia Lobycz
- Diane Friedman
- Essie Watson
- Grace Baez
- Jason Boorman
- Jennifer Nieratko
- Julie Basile
- Kathy Wallace

8.48 Once you have chosen your name then enter the form number and click on submit.

Customer Service Specialist:

Schedule 2 Form Number:

Form Entry Date:

8 /25/2005

Submit

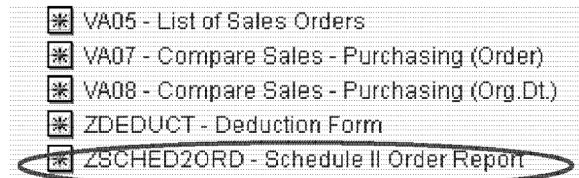
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8.49 Each team member will then separate forms from hard copy purchase orders, stamp "file" on the hard copy and bring to our imaging dept. to be scanned. Schedule II forms will then be brought to locked Schedule II cabinet awaiting editing.

FILE AmerisourceBerg
 #2 PLEASE MAIL
 INVOICE IN DUPLICATE
 PO Box 247, Therefore.

8.50 Once all orders have been entered into SAP R/3. Schedule II team member collects all Schedule II forms from locked schedule II cabinet.

8.51 Log-in Sap R/3 and double-click on the "ZSCH2ORD"



8.52 On the schedule II Orders report screen, the date will automatically default to the current date.



8.53 Click on the execute button.

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8.57 Take the schedule II forms and the schedule II order report and compare the forms against the report. Verify and cross off on the report exactly what you have compared and verified to be correct.

8.58 Verify the ship to: address, date of form, quantities ordered, DEA form number, customers DEA registrant number, NDC codes and product description.

System: FPI
Client: 100
User: 105943

Schedule II Orders
(SCH2OR02)

Date: 08/25/2005
Time: 10:31:57
Page: 2

DEA registration number

Confirmation number

Product description

Ship-to address

NDC-code

Quantity

Zip code

DEA form number

Date of form

Document #	Document Date	Account	Name	Street	City	Product Code	Order Qty	Unit	Price	Ext	DEA Number	222 Form #	Form Date
42212003	08/25/2005	119820	ALZA CORPORATION	789 EDSANNE DR	VACAVILLE	9911036	1,723.000	EA	1,723.000	54166376	08252005	1,723.000	08/25/2005
42212039	08/25/2005	10354	BELLCO DRUG CORP	5500 NEW HORIZONS BLVD	NORTH AMITYVILLE	173145651124	12.000	EA	12.000	54166376	08252005	12.000	08/25/2005
42212039	08/25/2005	10354	BELLCO DRUG CORP	5500 NEW HORIZONS BLVD	NORTH AMITYVILLE	173145652224	46.000	EA	46.000	54166376	08252005	46.000	08/25/2005
42212039	08/25/2005	10354	BELLCO DRUG CORP	5500 NEW HORIZONS BLVD	NORTH AMITYVILLE	173145653	24.000	EA	24.000	54166376	08252005	24.000	08/25/2005
42212039	08/25/2005	10354	BELLCO DRUG CORP	5500 NEW HORIZONS BLVD	NORTH AMITYVILLE	173145653	12.000	EA	12.000	54166376	08252005	12.000	08/25/2005
42212039	08/25/2005	10354	BELLCO DRUG CORP	5500 NEW HORIZONS BLVD	NORTH AMITYVILLE	173145653	72.000	EA	72.000	54166376	08252005	72.000	08/25/2005

8.59 If an error was identified on the Schedule II order form and can be corrected, the Schedule II order form will be returned to the original CSR to modify the order in compliance to DEA regulations.

Work Instruction	
Status: Superseded	Effective Date: N/A
Title: JOM Customer Service Order Processing of Controlled Substance	
Doc. No. PSGA-DOC-44317	Version: 1.0

8.60 Once all Schedule II forms have been compared to order report.
Schedule II team member will initial, date and count forms and record that information on the first page of report.

8.61

Item	Quantity	Subtotal
Item	0	
Document #	0	

Data statistics	Number of
Records passed Reader	53
Records passed Item	210

8.62 Then, notify team leader that all Schedule II orders have been processed as well as the number of how many were processed for that day.

8.63 Schedule II team member will then store report and forms in locked schedule II cabinet.

9.0 Appendices/Attachments

9.1 N/A

Work Instruction	
Status: Superseded	Effective Date: N/A
Title: JOM Customer Service Order Processing of Controlled Substance	
Doc. No. PSGA-DOC-44317	Version: 1.0

History of Change

Version Number	Change Control Number	Section	Reason for Revision (Description of Change)
1.0	CR-8887	ALL	Create work Instruction
1.0	CR-8887	8.9	Added Section 8.9

Work Instruction	
Status: Superseded	Effective Date: N/A
Title: JOM Customer Service Order Processing of Controlled Substance	
Doc. No. PSGA-DOC-44317	Version: 1.0

APPROVAL PAGE

[illegible]